Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/55 **Date:29-03-2026**

Employee Information

Employee Name:	Akther Parvin	**Separation Effective Date:**	30-Sep-25
Employee ID:	20192	**Length of Service:**	1 years 11 Months 14 Days
Post Name:	Paramedic	**Salary paid up to:**	30-Sep-25
Branch / Department:	Palashbari-Ashulia Dhaka	**Separation Type:**	Contract Not Renewed
Branch / Department Code	4120	**Notice Period:**	00 Month
Employment Type:	Contractual	**Notice Period Completed:**	00 Month
Date of joining:	16-Oct-2023	**Annual Leave Encashment Balance**	0 Days
Date of Confirmation:		**Leave without Pay (Days)**	0 Days
Resignation Submission Date		**Contact Number**	01721097429
Last Working Day (As per Attendance)	30-Sep-2025	**Email ID :**	-

Salary Information	**Amount**	**Day's**	**Amount**
Gross	16,500	0	-
A.Total salary Dues			-

Gratuity Information	**Basic**	**Year**	**No. of Gratuity**	**Amount**
Gratuity	-	-	-	-
B.Total Gratuity Dues				-

Additional Payment	**Amount**
Additional Salary	-
TA & DA / Field trips	-
Arrear	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	450
SDPS	-
SDPS Interest	-
C.Total Additional Payment	15,450

Deductions	**Amount (S)**
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	-
One Days Salary Adjustment	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	15,450

Provident Fund

Particular (S)	**Amount (S)**	**Particular (S)**	**Amount (S)**
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	**Total PF Payable**	-

Total Salary & Others (E)	15,450
Total Provident Fund	-
Total End of Service Benefit	15,450
In Words: Fifteen Thousand Four Hundred Fifty Taka Only.	

Process and Calculation is Audited based on supporting documents

বি.দ্র: স্মারক নং: শক্তি/এইচ আর কমপ্লায়েন্স এবং সেপারেশন/ পলিশি সংশোধন ও সংযোজন নোট ইস্যু /২০২৫/০৫ মোতাবেক ৩০.০৯.২০২৫ তারিখের বেতন প্রদান করা হয়েছে। এছাড়া কর্মী নতুন করে সংস্থায় যোগদান করায় কর্মীর প্রাপ্য সিকিউরিটি ডিপোজিটের অর্থ কর্মীর নতুন ই.আর.এন.এ জমা হবে।

Prepared By 05.04.26 | Checked By 05.04.26 | Reviewed By | Approved By

Md. Ansarul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 15,450 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Fifteen Thousand Four Hundred Fifty Taka Only.

Receiver's Name:

Signature & Date:

Checked by